

Executing Phase

The **Executing** stage coordinates people and other resources to carry out the plan as defined in the project plan. The deliverables in this stage focus on managing change, entering schedule updates, tracking progress, and communicating project information. Each team member performs defined tasks within the project scope, ensuring their contribution to the project's success.

Event Master Information

Event Name	<input type="text"/>	Reservation ID Number	<input type="text"/>
Virtual Account	<input type="text"/>	Reservationists	<input type="text"/>
Event Canceled Date	<input type="text"/>	Canceled By	<input type="text"/>
Reason for Cancellation	<input type="text"/>		

Review Event

Please review the following information in your reservation and update as needed.

Reservation Details

Reservation Details	Ministry Details	Payment Details
<input type="checkbox"/> Reservation Name	<input type="checkbox"/> Ministry	<input type="checkbox"/> Confirm Correct Budget
<input type="checkbox"/> Event Type	<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Enter PO Number
	<input type="checkbox"/> Secondary Contact	<input type="text"/>

Booking Details

<input type="checkbox"/> Booking Date	<input type="checkbox"/> Booking Start and End Time	<input type="checkbox"/> Booking Name	<input type="checkbox"/> Location
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To make changes click on the pencil under actions. You may edit any of the following information for each booking.

Event Details	Change To	Setup Information	Change to
<input type="checkbox"/> Event Name	<input type="text"/>	<input type="checkbox"/> Date	<input type="text"/>
<input type="checkbox"/> Building	<input type="text"/>	<input type="checkbox"/> Start Time	<input type="text"/>
<input type="checkbox"/> Room	<input type="text"/>	<input type="checkbox"/> End Time	<input type="text"/>
<input type="checkbox"/> Event Type	<input type="text"/>	<input type="checkbox"/> Setup Type	<input type="text"/>
		<input type="checkbox"/> Est. Attendance	<input type="text"/>

Review and Add Services

Registration Information

<input type="checkbox"/> Attendance Requirements	<input type="text"/>
<input type="checkbox"/> Class Requirements	<input type="text"/>
<input type="checkbox"/> Prerequisites	<input type="text"/>
<input type="checkbox"/> Registration Information	<input type="text"/>
<input type="checkbox"/> Who can attend and what do they need to do?	<input type="text"/>

Series Information

<input type="checkbox"/> Current Series Dates	Start Date <input type="text"/>	End Date <input type="text"/>
<input type="checkbox"/> Next Series Dates	Start Date <input type="text"/>	End Date <input type="text"/>

Volunteer Information

Accounting Information

Expenses

- Petty Cash
- Petty Cash and Cash Box

Income

- Event Registration with Fee
- Collect Funds to Cover Event
- Tickets Will Be Sold
- Building Rental Fee

Administration

- Bulk Mailing
- Photo Copy Support
- Service Handouts

Audio Visual Equipment

Systems

- Lighting System
- Video System
- Power Point

Equipment

- TV/VCR
- Overhead
- Portable Screen

System Operator

Has Operator been trained

- Yes
- No

Childcare

- Request
- Not Needed
- Number of Children
- Tuesday, Wednesday or Thursday Morning
- Tuesday, Wednesday or Thursday Evening
- During Service Times
- Sunday Evening

Communications

Quantity

Pick Up Date

- Booklet
- Fliers
- Posters 2x3
- Bookmarks
- Handouts
- Brochures
- Postcards

Communion Equipment

No Yes Bread Tray's Juice Tray's

Food Service

- No Yes
- (please fill out Food Service questionnaire located under food service tab on web page)

Furniture (when entering you will need to know quantity and desired placement)

Chairs	Tables	Other
<input type="checkbox"/> Padded Chairs	<input type="checkbox"/> 8' Plastic	<input type="checkbox"/> Easel
<input type="checkbox"/> Folding Chairs	<input type="checkbox"/> 8' Banquet	<input type="checkbox"/> White Board (portable)
<input type="checkbox"/> Stool	<input type="checkbox"/> Round	<input type="checkbox"/> Portable Platform
Garbage Cans	<input type="checkbox"/> Half Round	<input type="checkbox"/> Vital Connection Poles
<input type="checkbox"/> Large Blue	<input type="checkbox"/> Trap	Portable Dividers
<input type="checkbox"/> Tall Gray with Lid	<input type="checkbox"/> 5' Table	<input type="checkbox"/> Full Screens (black youth center)
<input type="checkbox"/> Small Gray	<input type="checkbox"/> Seminar Tables 60"W X 18"D X 30"H	<input type="checkbox"/> Half Size (Carpeted)
	<input type="checkbox"/> Door Tables (Off Campus)	

Information Center

- Accepting Registration
- Application Pickup
- Foyer Table Storage
- Information Distribution
- Will Call Distribution

Receptionist

- Accepting Registration
- Application Pickup
- Information Distribution
- Ticket Sales

Technical Arts Services

Systems	Personnel	Services
<input type="checkbox"/> Clear Stage	<input type="checkbox"/> Camera Operator	<input type="checkbox"/> Audio Recording
<input type="checkbox"/> Lighting System	<input type="checkbox"/> Computer Operator	<input type="checkbox"/> CD Duplication
<input type="checkbox"/> Video System	<input type="checkbox"/> Sound Tech	<input type="checkbox"/> Tape Duplication
<input type="checkbox"/> Power Point		<input type="checkbox"/> Video Duplication
System Operator	<input type="text"/>	<input type="checkbox"/> Video Recording
Has Operator been trained	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Vehicles

- Blue Van
- Tan Cargo Van
- Truck
- Chartered Bus